

**To:** All Faculty  
**From:** Nancy Sanchez (ext. 4041)

# Memorandum

**Date:** August 18, 2010

**Subject:** Emergency Information for Students

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You are responsible for ensuring that your students understand the College emergency procedures. Please point out the emergency procedures bulletin and the police contact phone numbers hanging on the wall in your classroom and explain that this information is posted in several places around campus. Please review the following emergency procedures with your class:

## **POWER OUTAGE**

If the power goes out during class and the classroom becomes dark, excuse students to go to areas of the building that have natural light or to go outside. Do not cancel the rest of your class or indicate that other classes will be canceled. Normally, power is restored within half an hour. To get accurate information on how long an outage is expected to last, and whether the College president is canceling classes, call the information hotline from a campus phone by dialing "INFO" (4636). From a cell phone or other outside phone, call 801-957-INFO (801-957-4636).

## **SNOW STORM OR OTHER WEATHER CONDITION**

Announce to students that if weather conditions are severe enough to make them wonder if the College will be open, they can get timely and accurate information by calling the information hotline from home. (801-957-INFO or 801-957-4636). Information is posted on this hotline at 5:00 a.m. and updated throughout the day as conditions change. Also, during large storms, local TV and radio stations may provide information about school closures.

## **EMERGENCY NOTIFICATION SYSTEM**

Explain to your class that SLCC has an emergency alert system that allows the College to send alerts to students and employees simultaneously via familiar communications methods such as e-mail, text messaging, and phone (cell, mobile device, PDA, pager, etc.). When unexpected situations arise and timing is crucial, this system will help ensure that alerts reach the College community in a timely manner. Please let students know that the service is free, but that they must sign up by going to their MyPage account, clicking on "Student," and then scrolling down to "Emergency Alert System" and providing the requested information. Although students can sign up at any time, to keep the account active, students must submit the information annually at the beginning of Fall Semester.

## BUILDING EVACUATION

1. Identify all exits from the classroom. Also identify both the nearest and the alternate building exits. If a building map is available in your classroom, please point it out to students and ask that they review it. Also, remind students that elevators should not be used as emergency exits.
2. Agree upon a location outside the classroom and another outside the building (move well away from the building) where your class can regroup, if evacuated, so that you can verify that all your students are accounted for and unharmed.
3. Ask if there are individuals in the class who would like to have any assistance or accommodation during an evacuation. If any students request assistance, please discuss with each exactly the type of assistance he or she feels may be needed. Then, identify several other students in the class who are willing to provide that assistance (identify enough students that if some are absent, alternates are ready and able to provide any requested assistance.) Some disabilities are "hidden," and students may not be comfortable revealing in front of the class that they need some sort of assistance. So, invite students to contact you individually if they think of any assistance they would like to have.

If you have students who use wheelchairs, crutches, canes, or have other mobility problems that would prevent them from being able to leave quickly without using the elevator, please call me and I will arrange for a brief 5- to 10-minute training session to show your class how to use the stair porter located in your building. It provides a safe method of evacuating individuals from upper floors or basements without using the elevator.

4. Please review this plan after all students have added your class.

Then, should an emergency occur requiring evacuation of a building, you are responsible for overseeing the evacuation of all your students to the predetermined location. If the fire alarm sounds, or if an authorized individual asks you to evacuate the building, follow these instructions:

1. Instruct everyone to leave the building calmly, but immediately.
2. Make sure students assigned to help individuals with disabilities carry out the requested assistance.
3. **Close the door** as you leave your classroom.
4. If you encounter anyone who is ignoring the fire alarm or other request to evacuate the building, you are responsible for telling them that they must leave.
5. If you encounter any individuals with disabilities in an open study area, break area, corridor, etc. who need assistance, please help them leave the building as well.

6. Meet your class at the designated place and verify as quickly as possible that all your students have been successfully evacuated. (Make sure you move well away from the building.)
7. Please stay clear of building and **wait to re-enter the building until told to do so by an authorized individual**, such as a public safety officer, a facilities worker, the building marshal or member of the building CERT team, or an administrative representative. ***Do not re-enter the building just because the alarm stops sounding.***